

CITY OF RENTON NEIGHBORHOOD GRANT 2010

Information and Application

This information packet will assist you with developing and writing your grant application. If you have any questions after reading this material, please contact Norma McQuiller, Neighborhood Program Coordinator, 425.430.6595 or Wendy Kirchner, Neighborhood Assistant, 425.430.6594.

The Neighborhood Grant Program provides matching funds to organized neighborhood associations that draw membership from a commonly recognized geographic neighborhood in Renton. The amount of matching grant funds allocated to neighborhoods is based on a project's worthiness and will be decided on by Renton City Council.

NEIGHBORHOOD PROGRAM GOALS

1. Networking of residents, this brings neighbors together and promotes positive communication between residents and City government.
2. Encouraging a physical improvement that encompasses and benefits a larger area of a neighborhood in the community.

NEIGHBORHOOD PROJECTS

Grant projects can include physical improvement projects and/or newsletter projects. Physical projects are those that build or enhance a feature of the neighborhood, benefit the general public, and are within the City's legal authority to approve, and cannot be projects that would be funded by a homeowners association's dues. Examples of projects could include: neighborhood identity (signage, entrance beautification), landscaping traffic islands or portions of rights of ways, public amenity (benches, sculpture, garden), neighborhood clean-up, youth projects; painting, or other similar improvements. Information about how ongoing maintenance will be provided must also be included in the application.

The cost of producing and distributing newsletters are eligible for funding for all neighborhood groups and/or homeowners associations officially recognized by the City as part of the Neighborhood Program. The standard of support for cost of newsletters is one dollar per household contacted each year.

A separate newsletter grant application must be submitted for physical improvement projects and newsletter projects.

City staff and Council's Community Services Committee, prior to being submitted for final approval by City Council, review Grant applications. This process takes approximately 45 days from the application deadline.

All projects must benefit the City of Renton. Projects that require ongoing funding or staffing will not be considered for funding. Projects must be completed within six months of approval (unless otherwise arranged) and include a plan which outlines the steps and a timeline, with month and year, to complete the project.

PROJECT EVALUATION CRITERIA

The following criteria are used to evaluate projects:

- Provide public benefit to the neighborhood.
- Demonstrate need and support for the project.
- Fulfill Matching Grant contribution.
- Maintained by neighborhood volunteers after completion (if applicable).
- Involve neighborhood residents directly in all phases.
- Physical improvements that benefits a larger area of a community.

PROJECT COORDINATOR and PROJECT MANAGEMENT

A Project Coordinator from your neighborhood must be identified to serve as the contact person with the City during the planning and construction of the project. Responsibilities of the coordinator include:

1. Acting as the primary contact for the project.
2. Communicating with residents.
3. Working with City staff to answer resident's questions and facilitate neighborhood meetings where necessary.
4. Coordinating project.
5. Coordinating maintenance (a maintenance agreement between the neighborhood and the City may be required).
6. Recruiting volunteers.
7. Filling out and submitting all paperwork.
8. Financial accountability and documentation of expenditures including requests for Purchase Orders and reimbursement for purchases, submitting invoices, etc.
9. Include a letter of endorsement for the project from the neighborhood association representing the area in which the project will be done.

DEVELOPING A BUDGET

Applicants need to include a project budget in their application including all costs for the project. Researching costs early is critical to developing a budget. The following suggestions may help in developing a realistic budget:

- Make a list of all materials and services needed to accomplish the project;
- Get cost estimates for each item from more than one reliable source. Cost estimates need to be accurate and realistic.

Until the project receives City Council approval, the City is not responsible for nor will it pay for any expenses or costs incurred by the applicant for the project.

NEIGHBORHOOD MATCH

Grant projects require a dollar-for-dollar neighborhood match for City funds awarded. For every dollar requested through the grant fund, one dollar of match must be provided by the applicant organization. If an additional match is submitted, it will not be worth more points in the evaluation process.

Match may be composed of many different things, including cash resources from the neighborhood group generated through fund-raising and pledges, volunteer labor, in-kind donations in the form of materials and/or services. The best way to consider ideas for match is to generate a list of all resources needed to complete the project and to identify those items that can be found in the neighborhood. Don't forget human resource expertise that may be needed to develop a design or supervise construction.

Determining value of match (please use the following criteria when figuring the match):

1. Volunteer Labor – **equates to \$16.00 per hour** (list volunteer names and hours).
2. Donated professional services or skilled labor valued at the “reasonable and customary rate”.
3. Donated material or supplies valued at market cost
4. Cash amount from neighborhood fundraising and pledges.

Guidelines to use when determining how to provide neighborhood match:

- To qualify as a volunteer labor match hour, volunteers must be working on the approved grant project as described in the grant application. (Include a list of names of volunteers that will be working on the project.)
- Up to \$150.00 of volunteer labor match hours may be expended on preparation of application. This includes all resident meetings, workshops and meetings with City staff.
- The intent of the project is to encourage neighborhood and community involvement by all neighborhood residents, so as many volunteer labor hours as possible should be expended on the grant project itself.
- The neighborhood group that pledged the match will be responsible for delivering the match in all cases – no matter who acts as the Project Coordinator. All commitments for the match must be in hand at the start of the project.

Limitations on Match

Assistance from City staff, funds from elsewhere in City government cannot be counted as a match. Professional services must be either entirely donated or entirely paid for with grant funds. “Partial donations” (i.e. professional services delivered for a discount) or other arrangements are not acceptable. This is intended to ensure that persons hired to provide services or skilled labor are selected on the basis of their qualifications, experience, and fees, not on their willingness to donate services.

PAYMENT OF PROVIDERS

Because grant funds are public dollars, the City must meet certain audit requirements for funds that it expends. The City Finance Department handles all grant accounts.

Grant funds will be disbursed in the following way:

1. Half of the grant dollars will be issued to the organization in the form of a check made out to the organization/association. Checks will not be made out to individuals. Once the first half of the grant dollars are spent the second half of funds will be issued in the form of a check to complete the project.
2. Reimbursements will be paid directly to the neighborhood group for incidental expenses.

MAINTENANCE OF PROJECTS

It will be the responsibility of the neighborhood to provide ongoing maintenance of the project. Neighborhoods will provide assurance that the projects will be maintained.

LIABILITY

The City will cover every person who works on a physical improvement project **as a volunteer** under the City's worker's compensation plan. Minors working on the project will not be able to operate any equipment.

The neighborhood group will be required to submit a list of the volunteer's names who will be working on the project and when to the City.

The City will assume any liability that may occur to the project or at the project site only if the project is located in the City right-of-way. Liability insurance will be the responsibility of the neighborhood group or property owner when the project is located on private property.

If the project site is located on private property, the property owner will be required to write a letter granting permission for the neighborhood group to execute the project on the property and assumes all future responsibility.

CONTRACT

A contract between the neighborhood group and the City must be signed or the funds will be returned to the program. Until the contract is signed, the City has no responsibility to reimburse the organization for any expenses incurred before the agreement is in place.

COMPLETION OF PROJECT

Upon the completion of the project, neighborhood groups will be required to provide a brief project summary to the City along with photographs and documents that were created and printed with the use of grant money. **One copy of the final report shall be submitted to the City no later than thirty days after completion of the Project.**

GRANT APPLICATION
NEIGHBORHOOD GRANT PROGRAM 2010

For office uses only

Date Received by City: _____

INSTRUCTIONS

1. Read the attached Neighborhood Grant Application Packet thoroughly.
2. Choose a project(s) through group discussion with either the entire neighborhood or a subcommittee with oversight from the entire neighborhood. Involve as many neighbors as possible in the selection and planning of the project(s).
3. Designate a Project Coordinator who will be the contact person.
4. Complete the Grant Application and return it to:
City of Renton, Department of Community and Economic Development, Neighborhood Program Coordinator, 1055 South Grady Way, Renton, WA 98057.

Application must contain a complete explanation of the project including a description of the actual work you want to do, the location of the project, timeline for completion, and demonstration of neighborhood match.

5. **The deadline for filing the application is Friday, March 12, 2010 at 5:00 p.m.** Applications received after the deadline will not be considered for this round of funding. Faxed or emailed applications will not be accepted.
6. Official homeowners associations will be required to provide a copy of association bylaws and declaration of covenants, conditions, restrictions, and easements for the purpose of funding authority.
7. Include with your application the following items for physical improvement projects:
 - a) A detailed drawing of the project
 - b) A detailed site map locating the project site and where the project will be installed at the site
 - c) Detailed directions to the location of the project siteInclude with your application the following for Newsletter projects:
 - a) A complete description of what the project is
 - b) A description of how the funds will be used
 - c) A count of households contacted per year
8. Upon approval of your project by City Council (approximately 45 days from the date the of the application deadline), you will receive notification with instructions of how to proceed.

9. If you have any questions, call Norma McQuiller, Neighborhood Program Coordinator, 425.430.6595, or Wendy Kirchner, 425.430.6594 or your neighborhood liaison.

Date: _____

After completing the application, please enter the following information:

Total Grant Amount Requested for Project \$ _____ (from page 9)

Total Neighborhood Match \$ _____ (from page 10)

Please complete the following questions

Name of project: _____

Name of neighborhood group or association: _____

Neighborhood Project Coordinator's name: _____

Project Coordinator's Address (including zip code): _____

Project Coordinator's Telephone: Days _____ Evenings _____.

Project Coordinator's Email Address: _____

Detailed project description:

Is the project site located in?

- Renton City Limits
 - On City public right-of-way
 - On private property
 - (A letter from the property owner must be submitted with the application granting permission for the project to be constructed on their property)
- Other – Explain

(**NOTE:** In order for the project to meet the grant criteria, the project site must be located in Renton City Limits and must be either on the City right-of-way or on private property. Any site locations that do not fall within these perimeters will not be eligible for the grant).

Detailed directions to the location of the project site:

(Please provide a **detailed site map** locating the project site and where the project will be installed at the site).

What will this project accomplish in your neighborhood?

How will this project benefit the public?

PROJECT WORK PLAN

When will the project be completed (approximate date)? _____

*(Projects must be completed within a **6-month timeframe** after receiving the grant). Include a plan, which outlines the steps and a timeline, with month and year, to complete the project.*

ANTICIPATED BUDGET ITEMS REQUIRED

List each item of the project separately.

Example:

<u>ITEM</u>	<u>SOURCE</u>	<u>ESTIMATED COST (including tax)</u>
<i>Mural Project:</i>		
<i>10 gallons latex paint</i>	<i>Home Depot</i>	<i>\$150 (\$15/gallon) including tax</i>
<i>Sign Project:</i>		
<i>8-24x26" signs</i>	<i>Fast Signs</i>	<i>\$720 (\$90/sign) including tax</i>
ESTIMATED TOTAL COST:		<u><i>\$870 (including tax)</i></u>

YOUR PROJECT

<u>ITEM</u>	<u>SOURCE</u>	<u>ESTIMATED COST (including tax)</u>
ESTIMATED TOTAL COST:		_____ (including tax)

Please attach any quotes for items or services.

(Note) See attached ***Neighborhood Match Criteria*** to determine dollar values and eligible components)

ESTIMATED TOTAL VALUE OF MATCH: \$750

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

How do you plan to solicit neighborhood volunteers to participate in the project:

Will your project require ongoing maintenance or repair? ☐ YES ☐ NO

If yes, how will it be provided?

Submitted by: _____

Print name

Signature of Project Coordinator

For Office Use Only

Date Council Approved: _____

Amount Approved _____

COMMENTS:

NEIGHBORHOOD GRANT PROGRAM 2010

VOLUNTEER LOG

Name of project: _____

Name of Neighborhood Association: _____

Neighborhood Project Coordinator's name:

Telephone: Day: _____ Evening: _____

Project Coordinator's Address: _____

PLEASE LIST THE VOLUNTEERS WHO WILL WORK ON THE PROJECT:

[illegible]